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U.S. Department of Justice
Justice Management Division

TRAVEL GUIDE

EMPLOYEES OF OFFICES,

BOARDS, AND DIVISIONS

March 1989

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GENERAL INFORMATION

Introduction

This booklet contains temporary duty travel information for employees of the Offices, Boards, and Divisions, U. S. Department of Justice. It is intended as a reference, and is not a regulation. Reimbursement of expenses incurred on official travel for the Department is regulated by the *Federal Travel Regulations* issued by the General Services Administration and the *Department of Justice Travel Regulations*. When traveling for the Government employees are expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business.

Definitions

CONUS. The conterminous United States (the 48 contiguous States and the District of Columbia).

Incidental Expenses. Fees and tips to waiters, waitresses, porters, baggage carriers, bellhops, and hotel maids. Also includes laundry and cleaning and pressing of clothing, transportation between places of lodging or business and place where meals are taken, and telegrams and telephone calls necessary to reserve lodging accommodations.

Locality Rates. Maximum lodging and per diem rates prescribed for specific localities within CONUS.

Lodging. Includes expenses for overnight sleeping facilities, baths, personal use of the room during the day, and service charges for fans, air conditioners, heaters, and fires furnished in rooms when such charges are not included in the room rate.

Meals. Expenses for breakfast, lunch, and dinner. No alcoholic beverages, entertainment expenses, or expenses incurred for other persons are allowable.

Meals and Incidental Expenses (M&IE). Includes expenses for breakfast, lunch and dinner and incidental expenses while in a travel status.

Official Station. The place of employment, and the locality within a 50 mile radius.

Per Diem Allowance. A daily payment instead of actual expenses for lodging, meals and related incidental expenses.

AUTHORIZATION OF TRAVEL

All travel must be authorized on Form DOJ-501. The authorizing official must occupy a higher level position than the traveler. In authorizing travel, the official commissions the trip and establishes the limitations that apply to it.

The following may be authorized:

1. Travel on official business;

2. Rates of reimbursement for daily expenses (within limitations);

3. Travel advances;

4. Travel to foreign areas (with exceptions);

5. Use of first-class accommodations (when allowable);

6. Use of non-contract air carriers (when allowable);

7. Use of cash or personal credit cards in excess of $100.00 for emergency transportation services.

The following three types of authorizations are permitted.

1. *Unlimited open authorization:* permits the employee to travel for any purpose without further authorization. Limited to heads of organizations.

2. *Limited open authorization:* permits the employee to travel without further authorization under certain specified conditions, such as repetitive visits to a particular place. Such authorizations must be revalidated quarterly.

3. *Trip-by-trip authorization:* permits the employee to take one or more specific trips identified as to purpose, itinerary and estimated cost.

The purpose of travel must be noted on the travel authorization. The following five purposes are used in the Justice Department. Definitions are contained in Appendix 1-B of the *Federal Travel Regulations.*

1. Operational/Managerial 2. Training 3. Meetings, Conferences and Speeches

4. Relocation Travel 5. Other

CHARGE CARDS AND TRAVEL ADVANCES

All employees who travel two or more times a year are to be issued a Government contractor-issued charge card, which is to be used for official travel only. (Diners Club is the current contractor.) All travel expenses possible are to be charged with the card, which enables the employee to receive Government rates on airlines, hotels, and rental cars. Personal credit cards are not to be used for official travel.

Charge Card Information

No credit check is required for issuance of the card; it is valid for one year. There is no pre-set expenditure limit placed on any card, there are no interest or late payment charges, and there is no annual fee. When common carrier tickets are purchased with the card, travel accident insurance of $150,000 is provided at no cost, as is lost and delayed baggage insurance. Personal check cashing privileges are offered at participating banks and participating hotels/motels where the employee is registered.

Charge card billing is monthly, at the employee's home address. Payment in full for the amount billed is due and payable directly by the employee to the contractor within 25 days of the billing date. If a bill contains a disputed charge, it is the employee's responsibility to contact the contractor to resolve the dispute.

Travel Advances

Travel advances are limited to 80% of the anticipated expenses for any trip, or, if the traveler is eligible for a charge card, to $25.00 per day. Advances are also limited to $3,500.00 per trip. If a traveler requires a larger advance, approval must be requested in writing from the Assistant Attorney General for Administration.

Advances are recoverable from the amount claimed on the travel voucher, by repayment if the amount claimed is insufficient to repay the advance, or by salary offset.

In some organizations, travelers who have Diners Club cards are not given travel advances. They have been assigned Personal Identification Numbers, which they are to use with their Diners Club cards at any *Plus Network* automatic teller machine (ATM) to obtain cash instead of receiving an advance from the Government. Cash obtained from ATM's is charged to the individual's account, and must be repaid to Diners Club as are the charges for other travel services. Cash advances from ATM's may only be obtained when authorized for official travel. An ATM transaction fee for each withdrawal is billed to the traveler's account. The fee is reimbursable and should be claimed on the travel voucher.

TRANSPORTATION

Transportation may be procured by Diners Club card, other personal credit card, or cash, up to $100.00. In emergency circumstances, heads of components may approve the use of cash or personal credit card over $100.00, but in non-emergency situations General Services Administration approval must be obtained before cash or personal credit card purchases over $100.00 can be reimbursed.

Local Travel at Official Station

Travel within a 50 mile radius of the employee's residence or official station is considered local travel, and the employee is entitled to reimbursement of expenses in excess of normal commuting costs only. No per diem or reimbursement for meals and incidental expenses is allowable for local travel.

An employee may be reimbursed the cost of taking a taxi home if that employee is normally dependent on public transportation for commuting, and is required to work late and must commute home during hours of infrequent transportation or after dark.

Temporary Duty Travel

Generally, any common carrier, privately owned vehicle, or any other vehicle for hire is allowable. (The choice must be that which is most advantageous to the Government. Other means of transportation may be used, but reimbursement is limited to the cost of the most advantageous.)

Travel must be by the usually traveled route. Reimbursement for indirect route or interrupted travel is limited to the cost that would have been incurred if the most direct route had been taken.

Rental Cars

Government-owned vehicles should be used if available. Any rental company may be used, but participants in the U.S. Car Rental Agreement should be used if available. (Benefits include insurance with no deductible, unlimited free mileage, and acceptance of cash, check, or credit card. Diners Club acceptance is mandatory.) See the *Federal Travel Directory* for participating companies. If a vehicle is rented from an agency which does not participate in the car rental agreement, the cost of collision damage waiver is not reimbursable (except in foreign areas where insurance is required).

Privately-owned-Vehicles

Privately-owned-vehicles (POV) may be authorized when advantageous to the Government. POV may be sued as a matter of preference, but if not authorized, mileage reimbursement is limited to common carrier costs. (Tickets and fines are not reimbursable.) Mileage allowed is based on standard mileages or odometer readings. The rates are as follows:

1. Motorcycle: 20 cents per mile

2. Automobile: 22.5 cents per mile

3. Airplane: 45 cents per mile

In addition, reimbursement is allowed for parking, ferry fees, bridge, road and tunnel fees, airplane parking, landing, and tiedown fees. The total claimed for mileage and fees is limited to the constructive common carrier cost if POV was the employee's preference and not authorized. No additional reimbursement is allowed for insurance, maintenance, towing, or repairs due to accidents.

Constructive cost consists of what would have been spent on local travel to and from terminals, available common carrier cost, excess baggage charges that would have been incurred, per diem that would have been incurred, and any other cost that would have resulted from the use of a common carrier. When POV is authorized instead of available Government vehicle, mileage reimbursement is limited to 18 cents per mile. When POV is used because of the employee's preference, and a Government vehicle was available, mileage is limited to 9.5 cents per mile.

On the day travel begins or ends, mileage for a round trip is allowed between home and office, and between home or office and common carrier terminals, plus parking fees at terminals. However, the amount claimed may not exceed the cost of a taxi for that travel. The taxi cost limitation is waived if one or more additional employees who will travel are also transported in the same POV. When two or more employees travel in the same POV, only one may claim mileage reimbursement, regardless of who actually paid the operating expenses.

Local Travel at Temporary Duty Station

Common carrier costs are allowed between places of business and lodging while on temporary duty travel, and if necessary to obtain meals at a temporary duty station. However, the use of taxicabs between places of work and to obtain meals on temporary duty travel must be authorized or approved as advantageous to the Government. Tips of 15% are allowed, rounded up to the nearest 5 cents, with a minimum of 15 cents allowed.

Air Travel

Generally, air travel is considered the most expeditious mode of travel, and should be used except where rail travel is more economical and does not require additional per diem. Less than first-class accommodations must be used, except for the circumstances outlined below. Also, Government contract airlines must be used whenever possible.

All promotional materials (bonus flights, reduced-fare coupons, cash, merchandise, gifts, credits toward future free or reduced costs, etc.), received incident to official travel are due the Government, and may not be retained by the employee.

Contract Air Service

The General Services Administration annually contracts with commercial carriers for reduced coach fares for Government employees traveling on official business. The use of contract airlines is mandatory between city-pairs for which contract coach service exists. Use of any other airline or class of service is reimbursable only if one of the following conditions is met:

1. Space on the contract carrier(s) is not available in time to accomplish the purpose of travel, or additional overnight lodging would be required.

2. The contract carrier schedule is inconsistent with the Department's policy of scheduling travel during normal working hours to the extent possible.

3. A noncontract carrier offers a lower fare available to the general public, the use of which will result in a lower trip cost, including ground transportation, lodging, meals, and other expenses. (Not applicable if the contract airline offers a comparable fare, or if the fare is limited to Government employees.)

The reason for use of a noncontract carrier must be written on the travel voucher.

The *Federal Travel Directory* lists contract airlines, city-pairs, schedules, and rates.

Business Class and First Class Air Accommodations

Coach class accommodations must be used, except when the flight offers only business class or an equivalent single class, or only first-class service, or one of the following conditions is met:

1. Space is not available in time to accomplish the purpose of the travel, which is so

urgent it cannot be postponed.

2. The employee is so handicapped that coach accommodations cannot be used, and this condition is substantiated by competent medical authority.

3. Higher than coach class is necessary for security purposes or because the Attorney General has determined that exceptional circumstances make higher than first class essential to the performance of the Department's mission.

4. Coach class on foreign carriers does not provide adequate sanitation or health standards.

5. The use of coach class would result in greater overall cost based on such considerations as incurrence of additional subsistence costs, overtime, or lost productive time while awaiting coach class accommodations.

The use of first class is allowable only if one of the conditions described above applies, and, in addition, business class (or equivalent class) is not available.

Advance authorization of the use of first-class travel is required. A request for approval must contain the following:

1. The employee's name, grade, title, and organization.

2. The date of the trip.

3. The origin and destination of travel segments which require the use of first-class accommodations.

4. Additional costs to the Government.

5. The name of the foreign air carrier, if one is used.

6. An explanation of the circumstances justifying the use of first-class. If reason #1 above is given, indicate the amount of advance time there was to plan the travel. If reason #2 is given, attach a statement from the medical authority.

U.S. Flag Carriers

The *Fly America Act* requires that travelers make use of U.S. flag carriers, unless such service is not available or would not accomplish the Department's mission. Exceptions are granted under the conditions described in paragraph 1-3.6b(5) of the *Federal Travel*

Regulations, which generally are concerned with undue delays or stopovers.

Refunds

Employees who purchase tickets with their Diners Club cards should return unused tickets for credit to their accounts. If cash or personal credit card was used, the employee is responsible for recovering refunds due.

Payments for denied boarding are due the Government, and must be made out to "Treasurer of the United States," and attached to the travel voucher.

Payments for voluntarily giving up one's seat may be kept by the employee, but must be offset by any additional per diem that results, and if any delay involves additional work time, leave must be charged.

MISCELLANEOUS EXPENSES

Official and Personal Telephone Calls

Necessary telephone, teletype, telegraph, cable, and radio service used on travel are reimbursable.

When travel is for at least one night away from home in the United States, (including U.S. territories and possessions), employees are allowed calls home at Government expense, up to an average of one per night away from home. The calls must be brief, not exceeding $5.00 per call. In addition, a reasonable number of brief calls home when delayed due to official business or due to transportation delays are allowed.

Calls should be made using FTS telephones or from hotels where the costs appear on lodging receipts; personal credit cards may be used, as well as coin operated pay telephones, but the traveler must certify on the voucher that the charges claimed are correct.

Other Miscellaneous Expenses

The following miscellaneous expenses are allowable while on travel, if authorized:

1. Charges for the necessary transfer, storage, and handling of baggage incident to travel are reimbursable. (Tips for baggage handling are also allowed.)

2. Stenographic or typing services, clerical assistance, and rental of typewriters.

3. Guides, interpreters, packers, drivers, and storage of property used on official business.

4. Hire of a room for business purposes, other than lodging.

5. Cost of traveler's checks, money orders, or certified checks.

6. Other expenses made necessary by the official travel.

The following additional expenses are allowable for travel outside the United States:

1. Currency conversion commissions and check cashing costs.

2. Trip insurance, when it is required.

3. Travel document costs (fees for passports, visas, photographs, certificates of birth,m health, and identity, and charges for inoculations).

4. Other expenses made necessary by travel in a foreign country.

FOREIGN TRAVEL

Travel to foreign countries by heads of components must be authorized by the Deputy Attorney General. All other foreign travel may be authorized by heads of components.

Foreign travel by employees in the Executive Schedule and the Senior Executive Service must be cleared through the National Security Council and the Department of State. Form DOJ-504, Notification of Foreign Travel, is used for this purpose.

Travel by any employee to Taiwan, certain Middle East countries, and a number of other posts requires State Department clearance. Appendix 2 lists those posts and countries.

Immunizations

To obtain information and immunizations required for travel to foreign areas, contact the following:

For employees within the Washington, D.C. area:

1. The health unit serving the employee's office can provide most of the immunizations required.

2. The Immunization Office, Outpatient Clinic of the Public Health Service will provide the required immunizations. A copy of the travel authorization must be provided.

For employees outside the Washington, D.C. area:

The local or state Health Department and other Government dispensaries can provide the necessary immunizations.

Passports

All U.S. citizens traveling to foreign areas on official business must possess and carry a valid U.S. official passport. Employees within the Washington, D.C. area may pick up passport applications from the Passport Office, Department of State. Employees outside the Washington, D.C. area may pick up applications from a courthouse or post office. The requirements for a passport are as follows:

1. Evidence of citizenship: a previous passport, birth certificate, or naturalization certificate.

2. Photographs: Employees within the Washington, D.C. area may obtain photographic services from the Visual Communications Section, Justice Management Division. A request for photographic services should be submitted on Form DOJ-263, Photographic Services Request. Employees outside the Washington, D.C. area may obtain photographic services from local sources and claim reimbursement on their travel vouchers.

3. Other identification with a photograph or physical description: driver's license, previous passport, naturalization certificate, or some student identifications.

4. A letter of request for an official passport from the authorizer of the travel, addressed to the Director of the Passport Office will exempt the employee from passport fees.

Visas

Many countries require visas for entry, transit, and/or exit. For information on the requirements of a particular country, call the consular office of the country to be visited. Visa applications may be picked up at the embassy of the country to be visited.

No pages I3 and I4.

Travel Within CONUS

For travel within CONUS, the actual cost of lodgings is reimbursed, up to the maximum for the area, plus a fixed allowance for meals and incidental expenses (M&IE), also determined by the area. (See Table 1.)

For areas not listed, the maximum per diem is $66.00, of which up to $40.00 may be paid for lodgings. The M&IE for areas not listed is $26.00. This amount may be prorated for partial days of travel, but may not be less than $2.00.

For travel of more than 10 hours, but less than 24 hours, with lodgings not required, one-fourth of the M&IE rate applicable to the location in which the majority of the time was spent will be allowed for each six-hour period or fraction thereof, beginning at the time of departure.

"Lodgings-Plus" Per Diem

For travel of more than 24 hours, or less than 24 hours with lodgings required, the lodgings-plus method of computation is used. The per diem rate for each day is determined by the employee's location and travel status at midnight. Only one rate applies to each day or fraction thereof, and consists of the actual cost of lodgings up to the maximum, plus the M&IE for the location of the lodgings.

On the day travel begins, the employee is entitled to the cost of lodgings up to the maximum, plus the M&IE prorated by quarters, using standard quarters of midnight to 6:00 am, 6:00 am to noon, noon to 6:00 pm, and 6:00 pm to midnight. If lodgings are not required on the first day of travel, the M&IE will be the CONUS rate of $26.00.

For full calendar days of travel, the M&IE rate plus actual cost of lodgings (up to the maximum) are allowed. If lodgings are not required, the previous day's M&IE is allowed.

On the day travel ends, the previous day's M&IE is allowed, prorated by the standard six-hour quarters.

If the double occupancy rate is charged, two employees sharing the room may each claim half the double room rate. If a room is shared with someone who is not an employee, the single room rate is allowed.

When lodgings are not available at the temporary duty site, and the traveler must stay at a nearby location where the per diem rate is higher, the higher rate may be reimbursed, based on a case-by-case determination of the necessity of staying in the higher rate area.

When lodging with friends or relatives, an employee may be reimbursed only the actual additional out-of-pocket expenses incurred by his hosts.

Receipt Requirement

Receipts are required for all lodging claims, but not for M&IE. If a receipt is lost or otherwise not available, a statement may be submitted explaining the absence of the receipt, including the name and address of the hotel, the dates, and the cost of lodging.

Deviation from Lodgings-Plus Method

In some circumstances, such as when quarters or meals are provided, the lodgings-plus method may be inappropriate, and a different per diem may be authorized in advance, within the maximums allowed. No receipts are required in such instances.

Some examples of travel calculations with completed travel vouchers are shown on the following pages.

Example 1: Travel of 24 Hours or Less

Given the following information, calculate the allowable travel and per diem allowances and complete SF-1012, Travel Voucher.

January 3, 1989:

7:00 am	Leave residence in San Diego, Calif. via POV
7:45 am	Arrive at San Diego airport, 25 miles one-way, and park in long-term parking. One-way cost via taxi is $21.00.
8:39 am	Leave San Diego via PSA #629 (contract carrier) for San Francisco. Ticket purchased with employee's Government charge card for $129.00 round-trip.
10:12 am	Arrive at San Francisco airport and take airporter shuttle to temporary duty site for $8.00 one-way.
11:00 am	Arrive at temporary duty site in San Francisco.
4:15 pm	Arrive at San Francisco airport via airporter shuttle for $8.00 one-way.
5:15 pm	Leave San Francisco via PSA #534.
6:40 pm	Arrive at the San Diego airport.
7:30 pm	Arrive at residence via POV, 25 miles one-way. Parking cost at the airport: $6.00 (taxi would have cost $21.00 one-way).

San Diego's per diem rate = $67 (lodging) + $34 (M&IE) = $101
San Francisco's per diem = $78 (lodging) + $34 (M&IE) = $112

Reimbursement:

Mileage: 50 miles @ 22.5 cents per mile	= $ 11.26
Airfare	= 129.00
Shuttle service	= 16.00
Parking	= 6.00
Per Diem: 3/4 M&IE (12 1/2 hours)	= 25.50
Total	= $ 187.76

The completed travel voucher (reverse of SF-1012 only) is shown on the next page.

SCHEDULE OF EXPENSES AND AMOUNTS CLAIMED

INSTRUCTIONS TO TRAVELER *(Unlisted items are self explanatory)*

Col (c) If the voucher includes per diem allowances for members of employee's immediate family, show members' names, ages, and relationship to employee and marital status of children (unless information is shown on the travel authorization.)

Complete only for actual expense travel

Col (d) thru (g) Show amount incurred for each meal, including tax and tips, and daily total meal cost

(h) Show expenses, such as laundry, cleaning and pressing of clothes, tips to bellboys, porters, etc. (other than for meals)

(i) Complete for per diem and actual expense travel

(j) Show total subsistence expense incurred for actual expense travel

(m) Show per diem amount, limited to maximum rate, or if travel on actual expense, show the lesser of the amount from col. (j) or maximum rate

(n) Show expenses, such as taxi/limousine fares, air fare (if purchased with cash), local or long distance telephone calls for Government business, car rental, relocation other than subsistence, etc

Complete this information if this is a continuation sheet. PAGE ____ OF ____ PAGES

TRAVEL AUTHORIZATION NO.

TRAVELER'S LAST NAME

DATE 19 89 (a)	TIME (Hour and am/pm) (b)	DESCRIPTION (Departure/arrival city, per diem computation, or other explanations of expense) (c)	ITEMIZED SUBSISTENCE EXPENSES: MEALS BREAKFAST (d)	MEALS LUNCH (e)	MEALS DINNER (f)	MEALS TOTAL (g)	MISCELLANEOUS SUBSISTENCE (h)	LODGING (i)	TOTAL SUBSISTENCE EXPENSE (j)	MILEAGE RATE 22.5¢ NO. OF MILES (k)	AMOUNT CLAIMED: MILEAGE (l)	SUBSISTENCE (m)	OTHER (n)
Jan 3	7:00A	Lv. res. via POV (does not exceed one-way taxi cost)								25	5 63		
	8:39A	Lv. San Diego via PSA #629											R/T Airfare 129 00
	10:12A	Arr. San Francisco, airporter shuttle to TDY site											8 00
	5:15P	Lv. San Fran. via PSA #534, airporter shuttle TDY site to airport											8 00
	6:40P	Arr. San Diego, parking at airport											4 00
	7:30P	Arr. res. via POV (does not exceed one-way taxi cost)								25	5 63		
		Per Diem: 3/4 M+IE				25 50			25 50			25 50	
									SUBTOTALS ▶				
									TOTALS ▶		11 26	25 50	157 06

If additional space is required, continue on another SF 1012-A BACK, leaving the front blank.

Enter grand total of columns (l), (m) and (n), below and in item 13 on the front of this form.

TOTAL AMOUNT CLAIMED ▶ $ 187.76

In compliance with the Privacy Act of 1974, the following information is provided: Solicitation of the information on this form is authorized by 5 U.S.C. Chap. 57 as implemented by the Federal Travel Regulations (FPMR 101-7), E.O. 11609 of July 22, 1971, E.O. 11012 of March 27, 1962, E.O. 9397 of November 22, 1943, and 26 U.S.C. 6011(b) and 6109. The primary purpose of the requested information is to determine payment or reimbursement to eligible individuals for allowable travel and/or relocation expenses incurred under appropriate administrative authorization and to record and maintain costs of such reimbursements to the Government. The information will be used by officers and employees who have a need for the information in the performance of their official duties. The information may be disclosed to appropriate Federal, State, local, or foreign agencies, when relevant to civil, criminal, or regulatory investigations or prosecutions, or when pursuant to a requirement by this agency in connection with the hiring or firing of an employee, the issuance of a security clearance, or investigations of the performance of official duty while in Government service. Your Social Security Account Number (SSN) is solicited under the authority of the Internal Revenue Code (26 U.S.C. 6011(b) and 6109) and E.O. 9397, November 22, 1943, for use as a tax payer and/or employee identification number disclosure is MANDATORY on vouchers claiming travel and/or relocation allowance expense reimbursement which is, or may be, taxable income. Disclosure of your SSN and other requested information is voluntary in all other instances, however, failure to provide the information (other than SSN) required to support the claim may result in delay or loss of reimbursement.

★U.S.GPO:1982-0-361-535/7501

STANDARD FORM 1012 BACK (10-77)

Example 1

Example 2: Travel for More Than 24 Hours

Given the following information, calculate the allowable travel and per diem allowances and complete SF-1012, Travel Voucher.

January 8, 1989:

12:15 pm Leave residence in Ft. Worth, Texas, via POV

1:00 pm A friend drops employee off at airport (36 miles round-trip) and incurs an airport charge of 75 cents; taxi would have cost $25.

1:45 pm Leave airport via American Airlines #363 (no contract service available); $528 airfare charged on employee's Government charge card.

5:10 pm Arrive at Raleigh-Durham, N.C., airport and take a taxi to the hotel in Raleigh ($32 including tip); lodging cost is $38.95.

January 9, 1989:

Temporary duty in Raleigh--lodging cost remains the same.

January 10, 1989:

Temporary duty in Raleigh--lodging cost remains the same.

January 11, 1989:

6:30 am Take a taxi from the hotel to the airport ($32 including tip).

8:00 am Leave Raleigh-Durham airport via TWA #1603 (contract carrier).

11:51 am Arrive at Los Angeles Airport and travel to temporary duty site in Los Angeles via taxi ($35 including tip); lodging cost is $82.15.

January 12, 1989:

Temporary duty in Los Angeles--lodging cost remains the same.

January 13, 1989:

6:00 am Taxi to the airport ($35 including tip).

9:30 am — Leave Los Angeles airport via Delta #780 (contract carrier) after a two-hour delay due to mechanical difficulties.

2:16 pm — Arrive at Dallas/Ft. Worth airport.

3:30 pm — A friend drops the employee off at his residence (36 miles round-trip) via POV; the friend incurs a parking cost of $1.50 due to the late arrival of the plane, and 75 cents airport charge.

Per Diem rates:

Dallas/Ft. Worth	= $74 (lodging) + $34 (M&IE) = $108
Los Angeles	= $80 (lodging) + $34 (M&IE) = $114
Raleigh	= $56 (lodging) + $26 (M&IE) = $ 82

Reimbursement:

Mileage: 72 miles @ 22.5 cents per mile			= $	16.20
Airport charges			=	1.50
Airfare			=	528.00
Taxis			=	134.00
Parking			=	1.50
Per Diem:	1/8:	$38.95 + $13 (1/2 M&IE)	=	51.95
	1/9:	$38.95 + $26 (Full M&IE)	=	64.95
	1/10:	$38.95 + $26 (Full M&IE)	=	64.95
	1/11:	$82.15 + $34 (Full M&IE) Limit for L.A. is $114	=	114.00
	1/12:	$82.15 + $34 (Full M&IE) Limit for L.A. is $114	=	114.00
	1/13:	$25.50 (3/4 M&IE)	=	25.50
Total			=	$1,116.55

The completed travel voucher (reverse of SF-1012 only) is shown on the next two pages.

SCHEDULE OF EXPENSES AND AMOUNTS CLAIMED

INSTRUCTIONS TO TRAVELER *(Unlisted items are self explanatory)*

Col. (c) If the voucher includes per diem allowances for members of employee's immediate family, show members' names, ages, and relationship to employee and marital status of children (unless information is shown on the travel authorization.)

Complete only for actual expense travel

Col. (d) thru (g) Show amount incurred for each meal, including tax and tips, and daily total meal cost

(h) Show expenses, such as: laundry, cleaning and pressing of clothes, tips to bellboys, porters, etc. (other than for meals)

(i) Complete for per diem and actual expense travel

(j) Show total subsistence expense incurred for actual expense travel

(m) Show per diem amount, limited to maximum rate, or if travel on actual expense, show the lesser of the amount from col. (j) or maximum rate

(n) Show expenses, such as: taxi/limousine fares, air fare (if purchased with cash), local or long distance telephone calls for Government business, car rental, relocation other than subsistence, etc.

Complete this information if this is a continuation sheet PAGE 1 OF 2 PAGES

TRAVEL AUTHORIZATION NO.

TRAVELER'S LAST NAME

DATE 19 89 (a)	TIME (Hour and am/pm) (b)	DESCRIPTION (Departure/arrival city, per diem computation, or other explanations of expense) (c)	ITEMIZED SUBSISTENCE EXPENSES — MEALS: BREAKFAST (d)	LUNCH (e)	DINNER (f)	TOTAL (g)	MISCELLANEOUS SUBSISTENCE (h)	LODGING (i)	TOTAL SUBSISTENCE EXPENSE (j)	MILEAGE RATE 22.5¢ NO. OF MILES (k)	AMOUNT CLAIMED: MILEAGE (l)	SUBSISTENCE (m)	OTHER (n)
JAN 8	12:15P	Lv. res. via POV (round-trip POV does not exceed one-way Taxi cost)								36	8.10		Airport charge .75
	1:45P	Lv. Dallas/Ft. Worth via American #363 (No Compact service available)											R/T Airfare 528.00
	5:10P	Arr. Raleigh, taxi to hotel											32.00
		Per Diem (½ M+IE)				13.00		38.95	51.95			51.95	
9		Temp. duty in Raleigh				26.00		38.95	64.95			64.95	
10		Temp. duty in Raleigh				26.00		38.95	64.95			64.95	
11	6:30A	Taxi to airport											32.00
	8:00A	Lv. Raleigh via TWA #1603											
	11:57A	Arr. L.A., taxi to temp. duty site											35.00
		Per Diem (Full M+IE)				34.00		82.15	116.15			114.00	
12		Temp. duty in L.A.				34.00		82.15	116.15			114.00	
13	6:00A	Taxi to airport											35.00
									SUBTOTALS ▶		8.10	409.85	662.25
									TOTALS ▶				

If additional space is required, continue on another SF 1012-A BACK leaving the front blank

Enter grand total of columns (l), (m) and (n), below and on item 13 on the front of this form.

TOTAL AMOUNT CLAIMED ▶

In compliance with the Privacy Act of 1974, the following information is provided: Solicitation of the information on this form is authorized by 5 U.S.C. Chap. 57 as implemented by the Federal Travel Regulations (FPMR 101-7), E.O. 11609 of July 22, 1971, E.O. 11012 of March 27, 1962, E.O. 9397 of November 22, 1943, and 26 U.S.C. 6011(b) and 6109. The primary purpose of the requested information is to determine payment or reimbursement to eligible individuals for allowable travel and/or relocation expenses incurred under appropriate administrative authorization and to record and maintain costs of such reimbursements to the Government. The information will be used by officers and employees who have a need for the information in the performance of their official duties. The information may be disclosed to appropriate Federal, State, local, or foreign agencies, when relevant to civil, criminal, or regulatory investigations or prosecutions, or when pursuant to a requirement by the agency in connection with the hiring or firing of an employee, the issuance of a security clearance, or investigations of the performance of official duty while in Government service. Your Social Security Account Number (SSN) is solicited under the authority of the Internal Revenue Code (26 U.S.C. 6011(b) and 6109) and E.O. 9397, November 22, 1943, for use as a tax payer and/or employee identification number. Disclosure is MANDATORY on vouchers claiming travel and/or relocation allowance expense reimbursement which is, or may be, taxable income. Disclosure of your SSN and other requested information is voluntary in all other instances; however, failure to provide the information (other than SSN) required to support the claim may result in delay or loss of reimbursement.

STANDARD FORM 1012 BACK (10-77)

* U.S. GPO: 1983-0-381-688/7501

Example 2

SCHEDULE OF EXPENSES AND AMOUNTS CLAIMED

INSTRUCTIONS TO TRAVELER *(Unlisted items are self explanatory)*

Col. (c) If the voucher includes per diem allowances for members of employee's immediate family, show members' names, ages, and relationship to employee and marital status of children (unless information is shown on the travel authorization.)

Complete only for actual expense travel

Col. (d) thru (g) Show amount incurred for each meal, including tax and tips, and daily total meal cost

(h) Show expenses, such as laundry, cleaning and pressing of clothes, tips to bellboys, porters, etc. (other than for meals)

(i) Complete for per diem and actual expense travel

(j) Show total subsistence expense incurred for actual expense travel

(m) Show per diem amount, limited to maximum rate, or if travel on actual expense, show the lesser of the amount from col. (j) or maximum rate

(n) Show expenses, such as: taxi/limousine fares, air fare (if purchased with cash), local or long distance telephone calls for Government business, car rental, relocation other than subsistence, etc

Complete this information if this is a continuation sheet — PAGE 2 OF 2 PAGES

TRAVEL AUTHORIZATION NO.

TRAVELER'S LAST NAME

DATE (a)	TIME (Hour and am./pm.) (b)	DESCRIPTION (Departure/arrival city, per diem computation, or other explanations of expense) (c)	ITEMIZED SUBSISTENCE EXPENSES — MEALS: BREAKFAST (d)	LUNCH (e)	DINNER (f)	TOTAL (g)	MISCELLANEOUS SUBSISTENCE (h)	LODGING (i)	TOTAL SUBSISTENCE EXPENSE (j)	MILEAGE RATE 22.5¢ NO. OF MILES (k)	AMOUNT CLAIMED: MILEAGE (l)	SUBSISTENCE (m)	OTHER (n)
JAN 13	9:30A	Lv. L.A. via Delta #780 (Flight delayed due to mech. prob.)											
	2:16P	Arr Dallas/Ft. Worth											Airport Charge .75
	3:30P	Arr. por. via POV (Round trip POV & parking less cost of taxi)								36	8.10		Parking 1.50
		Per Diem: 1/4 MIE				25.50			25.50			25.50	

If additional space is required, continue on another SF 1012-A BACK, leaving the front blank

SUBTOTALS ▶ 8.10 | 25.50 | 2.25

TOTALS ▶ 16.20 | 425.25 | 665.00

Enter grand total of columns (l), (m) and (n), below and on item 13 on the front of this form.

TOTAL AMOUNT CLAIMED ▶ $1,116.55

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★U.S.GPO:1980-0-341-665/7501

STANDARD FORM 1012 BACK (10-77)

Example 2 (Continued)

Example 3: POV Taken in Lieu of Common Carrier

An employee elects to drive his POV from his official duty station in Atlanta, Georgia, to the temporary duty site in Miami. The employee's actual and authorized itineraries and actual and estimated costs are provided. Using this information, calculate the actual travel cost and constructive travel cost, determine the allowable reimbursement, and complete SF-1012, Travel Voucher.

Actual Travel

January 6, 1989:

5:30 pm Left office via POV.

11:00 pm Arrived Tallahassee, Florida (330 miles). Lodging cost was $32.95.

January 7, 1989:

7:30 am Left Tallahassee.

5:10 pm Arrived Miami, Florida (482 miles). Lodging cost was $61.25.

January 8, 1989:

Conducted personal business in Miami. Lodging cost was $61.25.

January 9, 1989:

Temporary duty in Miami. Lodging cost was $61.25.

January 10, 1989:

Temporary duty in Miami. Lodging cost was $61.25

January 11, 1989:

Temporary duty in Miami. Lodging cost was $61.25

January 12, 1989:

Annual Leave.

January 13, 1989:

Annual Leave.

January 14, 1989:

7:00 am Left Miami by POV.

8:50 pm Arrived at residence in Atlanta (810 miles).

Authorized Itinerary

January 8, 1989:

1:00 pm Leave residence via taxi ($40 including tip).

3:12 pm Leave Atlanta via Delta #403 (round-trip contract fare = $264).

4:45 pm Arrive in Miami, take taxi to hotel ($25 including tip). Lodging cost of $61.25.

January 9, 1989:

Temporary duty in Miami. Lodging cost of $61.25.

January 10, 1989:

Temporary duty in Miami. Lodging cost of $61.25.

January 11, 1989:

5:50 pm Leave Miami via Delta #456 after taking taxi from temporary duty site to airport ($25 including tip).

7:45 pm Arrive in Atlanta.

9:00 pm Arrive at residence via taxi ($40 including tip).

Per diem rates:

Atlanta	= $72 (lodging) + $34 (M&IE)	= $106
Miami	= $55 (lodging) + $34 (M&IE)	= $ 89
Tallahassee	= $45 (lodging) + $26 (M&IE)	= $ 71

Reimbursement:

Actual Travel Costs:

Mileage: 1,622 miles @ 22.5 cents per mile			= $ 364.95
Per Diem:	1/6:	$32.95 + $13 (1/2 M&IE)	= 45.95
	1/7:	$61.25 + $34 (Full M&IE) Limit for Miami is $89	= 89.00
	1/8:	$61.25 + $34 (Full M&IE) Limit for Miami is $89	= 89.00
	1/9 - 1/11:	Same	= 267.00
	1/12 - 1/13:	No per diem (on leave)	
	1/14:	$34 (Full M&IE)	= 34.00
Total			= $ 889.90

Constructive Travel Costs:

Taxis:			= $ 130.00
Airfare:			= 264.00
Per Diem:	1/8:	$61.25 + $17 (1/2 M&IE) Hotel Limit for Miami is $55	= 72.00
	1/9:	$61.25 + $34 (Full M&IE) Limit for Miami is $89	= 89.00
	1/10:	$61.25 + $34 (Full M&IE) Limit for Miami is $89	= 89.00
	1/11:	$34 (Full M&IE)	= 34.00
Total			= $ 678.00

Traveler is reimbursed the lesser of actual costs or constructive cost, $678.00.

The completed travel voucher (reverse of SF-1012 only) is shown on the next three pages.

SCHEDULE OF EXPENSES AND AMOUNTS CLAIMED

INSTRUCTIONS TO TRAVELER *(Unlisted items are self explanatory)*

Col (c) If the voucher includes per diem allowances for members of employee's immediate family, show members' names, ages, and relationship to employee and marital status of children (unless information is shown on the travel authorization)

Complete only for actual expense travel

Col (d) thru (g) Show amount incurred for each meal, including tax and tips, and daily total meal cost

(h) Show expenses, such as laundry, cleaning and pressing of clothes, tips to bellboys, porters, etc. (other than for meals)

(k) Complete for per diem and actual expense travel

(j) Show total subsistence expense incurred for actual expense travel

(m) Show per diem amount, limited to maximum rate, or if travel on actual expense, show the lesser of the amount from col. (j) or maximum rate

(n) Show expenses, such as taxi/limousine fares, air fare (if purchased with cash), local or long distance telephone calls for Government business, car rental, relocation other than subsistence, etc.

Complete this information if this is a continuation sheet — PAGE 1 OF 3 PAGES

TRAVEL AUTHORIZATION NO.

TRAVELER'S LAST NAME

DATE 19 89 (a)	TIME (Hour and am/pm) (b)	DESCRIPTION (Departure/arrival city, per diem computation, or other explanations of expense) (c)	ITEMIZED SUBSISTENCE EXPENSES — MEALS: BREAKFAST (d)	LUNCH (e)	DINNER (f)	TOTAL (g)	MISCELLANEOUS SUBSISTENCE (h)	LODGING (i)	TOTAL SUBSISTENCE EXPENSE (j)	MILEAGE RATE 22.5¢ NO. OF MILES (k)	AMOUNT CLAIMED: MILEAGE (l)	SUBSISTENCE (m)	OTHER (n)
JAN		ACTUAL TRAVEL											
6	5:30 P	Lv. office via POV											
	11:00 P	Arr. Tallahassee, FL								330	74.25		
		Per Diem (½ M+IE)				13.00		32.95	45.95			45.95	
7	7:30A	Lv. Tallahassee Via POV											
	5:10P	Arr. Miami								482	108.45		
		Per Diem (Full M+IE)				34.00		61.25	95.25			89.00	
8		Personal business (Sunday) Per Diem (Full M+IE)				34.00		61.25	95.25			89.00	
9		Temp. duty in Miami				34.00		61.25	95.25			89.00	
10		Temp. duty in Miami				34.00		61.25	95.25			89.00	
11		Temp. duty in Miami				34.00		61.25	95.25			89.00	
12		8 hours annual leave - no per diem											
13		8 hours annual leave - no per diem											
									SUBTOTALS ▶		182.70	490.95	
									TOTALS ▶				

If additional space is required, continue on another SF 1012-A BACK, leaving the front blank

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TOTAL AMOUNT CLAIMED ▶

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★U.S. GPO: 1982-0-361-665/7001

STANDARD FORM 1012 BACK (10-77)

Example 3

SCHEDULE OF EXPENSES AND AMOUNTS CLAIMED

INSTRUCTIONS TO TRAVELER *(Unlisted items are self explanatory)*

Col (c) If the voucher includes per diem allowances for members of employee's immediate family, show members' names, ages, and relationship to employee and marital status of children (unless information is shown on the travel authorization.)

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(n) Show expenses, such as: taxi/limousine fares, air fare (if purchased with cash), local or long distance telephone calls for Government business, car rental, relocation other than subsistence, etc.

Complete this information if this is a continuation sheet PAGE 2 OF 3 PAGES

TRAVEL AUTHORIZATION NO.

TRAVELER'S LAST NAME

DATE 1989 (a)	TIME (Hour and am/pm) (b)	DESCRIPTION (Departure/arrival city, per diem computation, or other explanations of expense) (c)	ITEMIZED SUBSISTENCE EXPENSES: MEALS: BREAKFAST (d)	LUNCH (e)	DINNER (f)	TOTAL (g)	MISCELLANEOUS SUBSISTENCE (h)	LODGING (i)	TOTAL SUBSISTENCE EXPENSE (j)	MILEAGE RATE 22.5¢ NO. OF MILES (k)	AMOUNT CLAIMED: MILEAGE (l)	SUBSISTENCE (m)	OTHER (n)
JAN 14	7:00A	Lv. Miami via POV											
	8:50P	Arr. res. in Atlanta								810	182 25		
		Per Diem (Full M+IE)				34 00			34 80			34 00	
		Per Diem & Transportation costs via POV = $889.90											

If additional space is required, continue on another SF 1012-A BACK leaving the front blank.

SUBTOTALS ▶		182 25	34 00
TOTALS ▶		364 95	524 95

Enter grand total of columns (l), (m) and (n), below and in item 13 on the front of this form.

TOTAL AMOUNT CLAIMED ▶

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STANDARD FORM 1012 BACK (10-77)

*U.S. GPO: 1982-0-391-625/7501

Example 3 (Continued)

SCHEDULE OF EXPENSES AND AMOUNTS CLAIMED

INSTRUCTIONS TO TRAVELER *(Unlisted items are self explanatory)*

Col (c) If the voucher includes per diem allowances for members of employee's immediate family, show members' names, ages, and relationship to employee and marital status of children (unless information is shown on the travel authorization.)

Complete only for actual expense travel

Col (d) thru (g) Show amount incurred for each meal, including tax and tips, and daily total meal cost

(h) Show expenses, such as: laundry, cleaning and pressing of clothes, tips to bellhops, porters, etc (other than for meals)

(i) Complete for per diem and actual expense travel

(j) Show total subsistence expense incurred for actual expense travel

(m) Show per diem amount, limited to maximum rate, or if travel on actual expense, show the lesser of the amount from col (j) or maximum rate

(n) Show expenses, such as: taxi/limousine fares, air fare (if purchased with cash), local or long distance telephone calls for Government business, car rental, relocation other than subsistence, etc

Complete this information if this is a continuation sheet — PAGE 3 OF 3 PAGES

TRAVEL AUTHORIZATION NO.

TRAVELER'S LAST NAME

DATE 19 89 (a)	TIME (Hour and am/pm) (b)	DESCRIPTION (Departure/arrival city, per diem computation, or other explanations of expense) (c)	ITEMIZED SUBSISTENCE EXPENSES: MEALS: BREAKFAST (d)	MEALS: LUNCH (e)	MEALS: DINNER (f)	MEALS: TOTAL (g)	MISCELLANEOUS SUBSISTENCE (h)	LODGING (i)	TOTAL SUBSISTENCE EXPENSE (j)	MILEAGE RATE ¢ / NO. OF MILES (k)	AMOUNT CLAIMED: MILEAGE (l)	SUBSISTENCE (m)	OTHER (n)
JAN		CONSTRUCTIVE TRAVEL											
	1:00P	Lv. res. via taxi											40.00
8	2:12P	Lv. Atlanta via Delta #403										R/T Airfare	268.00
	4:45P	Arr. Miami											
		Taxi to hotel											25.00
		Per Diem (& MI&E)				17.00		61.25	78.25			72.00	
9		Temp. duty in Miami				34.00		61.25	95.25			89.00	
10		Temp. duty in Miami				34.00		61.25	95.25			89.00	
11	5:50P	Taxi to airport											25.00
		Lv. Miami via Delta #456											
	7:45P	Arr. Atlanta, taxi to res.											40.00
		Per Diem (Full M&IE)				34.00			34.00			34.00	
		Per Diem & Transportation Cost - Constructive Travel = $678.00											
		Employee claims lesser of Actual or Constructive: $678.00											
										SUBTOTALS ▶		284.00	294.00
										TOTALS ▶			

If additional space is required, continue on another SF 1012-A BACK, leaving the front blank.

Enter grand total of columns (l), (m) and (n), below and in item 13 on the front of this form.

TOTAL AMOUNT CLAIMED ▶ $678.00

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• U.S.GPO: 1982-0-361-488/7001

STANDARD FORM 1012 BACK (10-77)

Example 3 (Continued)

Travel outside CONUS

Per Diem Computation

Per diem is allowable for travel of less than 10 hours, if travel begins before 6:00 am or ends after 8:00 pm and lasts 6 hours or more. For travel of 24 hours or less, per diem is prorated by quarters, beginning at the time travel begins, and ends with completion of travel at the employee's home, office or other authorized point. If return is within 30 minutes after the end of a quarter, the additional (partial) quarter will be allowed only if an adequate explanation is provided as to why return after the end of a quarter was necessary.

When the traveler returns to the duty point on the day of departure, the per diem rate is that of the duty point from which travel began. If travel began within CONUS, only the CONUS M&IE rate is allowed. If travel began outside CONUS, half the per diem rate of the duty point is allowed.

For travel of more than 24 hours, the standard six-hour quarter days are used to compute per diem. (The standard quarters begin at midnight, 6:00 am, noon, and 6:00 pm.) The per diem in effect at the beginning of a quarter applies to that entire quarter; when the per diem rate changes, it is effective at the beginning of the next quarter day.

When en route travel is six hours or less, the per diem rate of the destination applies. (If the destination is within CONUS, the standard CONUS rate of $26.00 applies.) When en route travel is six hours or more, the per diem rate is $6.00, unless it can be demonstrated that it is not commensurate with the traveler's subsistence expenses.

When a stopover of six hours or more is required, the rate at the stopover point shall apply to the quarter beginning after the stopover begins.

On the first and last days of travel, quarters of per diem are allowed for each quarter or fraction thereof in travel status. When departure or return is within 30 minutes of the beginning or end of a quarter respectively, the fractional quarter is not be allowed unless an adequate explanation of why it was necessary is submitted.

When travel begins or ends at a point in CONUS other than the duty point, per diem for travel within CONUS to or from the duty point is limited to the CONUS M&IE for the day travel begins and the day travel ends if no lodging is required. If lodging is required, the lodgings-plus method is used for that portion of the travel within CONUS.

For travel entirely outside CONUS, or to or from common carriers outside CONUS by a method other than airplane, train, or boat, per diem will be reimbursed by quarters days

based on the locality rate in effect at the beginning of each quarter.

Rest Stops

When travel is by the most direct route available, covers several time zones, is by less than first-class, and the scheduled flight time (including stopovers of less than 8 hours) exceeds 14 hours, rest stops up to 24 hours are allowed. The rest stop may be authorized at any intermediate point that is as near midway as possible. If a rest stop is not possible, the arrival time should be scheduled so as to allow sufficient rest time before duty begins.

Lodgings

When suitable lodgings are not available at the temporary duty location outside CONUS and the traveler must secure lodgings at a different location, the per diem for that area applies.

When lodgings are required within CONUS, the lodgings-plus method is used. When the trip begins and ends outside CONUS, the lodgings-plus method begins at 12:01 am on the first day lodgings are required in CONUS, and extends through 12:00 midnight on the last day that lodgings are required within CONUS.

When the trip begins in CONUS and ends outside CONUS, the lodgings-plus method begins when the trip begins, and ends at 12:00 midnight on the last day lodgings were required within CONUS.

When the trip begins outside CONUS and ends inside CONUS, the lodgings-plus method begins at 12:01 am on the first day lodgings are required within CONUS, and ends when the trip ends.

International Dateline

When the International Dateline is crossed, actual elapsed time is used to compute per diem rather than calendar days. Thus, when traveling east to west, it is necessary to subtract one day's per diem when the Dateline is crossed. When traveling west to east, one day's per diem must be added.

Worldwide Per Diem Rules

When meals and/or lodgings are provided, per diem should be reduced appropriately.

When less per diem is authorized, itemization of expenses and receipts are not required.

When lodging is provided outside CONUS, 50% of the per diem is allowable. When meals are provided, per diem is reduced in accordance with the following table:

Meal	Amount of Reduction
Breakfast	10% of per diem for the area
Lunch	10% of per diem for the area
Dinner	20% of per diem for the area

Extended Stays

When per diem exceeds 30 days and lodgings and/or meals can be obtained at lower cost than the applicable per diem, reimbursement should be limited to the lower rate. For training in excess of 30 days, 55% of the per diem is allowable, unless a higher rate is justified.

Rental of a room, apartment, house, *etc.*, for an extended period includes other costs associated with the rental, such as rental of furniture and appliances, connection, use , and disconnection of utilities, reasonable maid and cleaning charges, telephone, cable TV, and other usual fees. The daily rate consists of the total of such charges divided by the number of days rented, and may not exceed the cost of conventional lodgings allowed.

Use of RV for Lodgings

Expenses allowable when a recreational vehicle is used for lodging include parking fees, fees for connection, use, and disconnection of utilities, bath or shower fees, and dumping fees. If the vehicle is rented, the rental costs are also allowed.

An M&IE rate not in excess of the applicable M&IE for ordinary travel must be authorized when a recreational vehicle is used.

Interrupted Travel

Prepaid rent that is not refunded may be reimbursed if the employee's actions were reasonable in prepaying, and the employee attempted to recover the unused portion of the prepayment. Any portion in excess of the maximum allowable may be reimbursed as a miscellaneous expense.

If the interruption was for temporary duty at another location and the employee is entitled to subsistence at that other location, those expenses are reimbursed separately from the first.

Forfeited Deposits

Forfeited deposits because of cancellation of travel are reimbursable as miscellaneous expenses. However, deposits forfeited for damage to lodgings are not reimbursable.

Leave and Non workdays

Leave of less than one-half the workday is disregarded for per diem purposes. No per diem is paid for a day on which leave of more than one-half the work day is taken. Per diem is paid for legal holidays and weekend days, except when the employee is on leave at the end of the workday preceding the nonworkday and at the beginning of the workday following the nonworkday and the period of leave on either day is more than one-half the workday.

Return to Official Station for Nonworkdays

When returns are authorized for nonworkdays, travel and transportation are reimbursed, and travel should be scheduled during normal workings hours to the extent possible. When returns are authorized because the temporary duty assignment is for an extended time, returns are to be scheduled outside the regular duty hours of the employee, except for employees not exempt from the *Fair Labor Standards Act.*

When an employee returns by choice, travel and transportation expenses are limited to the travel reimbursement that would have been paid had he not returned.

Indirect Route Travel

When an employee chooses to take an indirect route or to have travel interrupted, reimbursement is limited to that which would have been paid for the uninterrupted direct or usually traveled route.

The following pages contain an example of foreign travel with a stopover in the United States.

Example 4: Foreign Travel With a Stopover in CONUS

Travel to attend an international convention in Brussels, Belgium was approved. Because of flight schedules and availability, the employee had to leave on Saturday and stay over in New York City until Sunday. A higher flat per diem rate of $136 was authorized while the employee was in the U.S. Given the following information, calculate the per diem and transportation allowances, as well as any miscellaneous expenses for this trip and complete SF-1012, Travel Voucher.

January 6, 1989:

Employee incurred currency conversion fees of $5.75 (the exchange rate was 50 Belgian francs for $1 U.S.).

January 7, 1989:

11:45 am Left residence via POV and was dropped off at the airport, 18 miles round-trip. Taxi would have cost $15.

1:50 pm Left Kansas City, Missouri, via United #113 (contract carrier); ticket charged to employee's Government charge card: $1,040.00

6:01 pm Arrived in New York City, took airporter service to hotel: $8.00.

January 8, 1989:

7:55 am Left New York City via TWA #768 after taking airporter service from hotel: $10.00.

9:15 pm Arrived in Brussels, Belgium, and took a taxi to the hotel: 500 francs ($10 U.S.).

January 9 - 13, 1989:

Temporary duty in Brussels--lodging cost remained the same each night.

January 14, 1989:

9:45 am Left Brussels via TWA $781 after taking a taxi from the hotel: 500 francs ($10.00 U.S.). 150 francs ($3.00 U.S.) for airport departure tax.

2:40 pm Arrived in New York City.

6:00 pm Left New York via United #85 (contract carrier).

10:19 pm Arrived in Kansas City.

11:15 pm Arrived at residence via POV, 18 miles round-trip. Taxi would have cost $15.00.

Per Diem rates:

Kansas City, Missouri	= $ 60 (lodging) + $26 (M&IE) = $ 86
New York City	= $107 (lodging) + $34 (M&IE) = $141
Standard CONUS	= $ 40 (lodging) + $26 (M&IE) = $ 66
Brussels, Belgium	= $135
En Route	= $ 6

Foreign per diem rates are reduced 50% when lodging not required.

The completed travel voucher (reverse of SF-1012 only) is shown on the next two pages.

SCHEDULE OF EXPENSES AND AMOUNTS CLAIMED

INSTRUCTIONS TO TRAVELER *(Unlisted items are self explanatory)*

Col. (c) If the voucher includes per diem allowances for members of employee's immediate family, show members' names, ages, and relationship to employee and marital status of children (unless information is shown on the travel authorization.)

Complete only for actual expense travel

- Col. (d) thru (g) Show amount incurred for each meal, including tax and tips, and daily total meal cost
- (h) Show expenses, such as laundry, cleaning and pressing of clothes, tips to bellboys, porters, etc. (other than for meals)
- (i) Complete for per diem and actual expense travel
- (j) Show total subsistence expense incurred for actual expense travel
- (m) Show per diem amount, limited to maximum rate, or if travel on actual expense, show the lesser of the amount from col. (j) or maximum rate
- (n) Show expenses, such as taxi/limousine fares, air fare (if purchased with cash), local or long distance telephone calls for Government business, car rental, relocation other than subsistence, etc

Complete this information if this is a continuation sheet. PAGE 1 OF 2 PAGES

TRAVEL AUTHORIZATION NO.

TRAVELER'S LAST NAME

DATE 19 89 (a)	TIME (Hour and am/pm) (b)	DESCRIPTION (Departure/arrival city, per diem computation, or other explanations of expense) (c)	ITEMIZED SUBSISTENCE EXPENSES: MEALS BREAKFAST (d)	LUNCH (e)	DINNER (f)	TOTAL (g)	MISCELLANEOUS SUBSISTENCE (h)	LODGING (i)	TOTAL SUBSISTENCE EXPENSE (j)	MILEAGE RATE 22.5¢ NO. OF MILES (k)	AMOUNT CLAIMED: MILEAGE (l)	SUBSISTENCE (m)	OTHER (n)
JAN		Currency Conversion Fee											5 25
6		Exchange rate was 50 Belgian francs for each $1.00 U.S.								18	4 05		R/T Airfare 1,040 00
7	11:45A	Lv. res. via AOV (does not include one-way taxi cost)											8 00
	1:50P	Lv. Kansas City via United #118											
	6:01P	Arr. N.Y.C., airporter to hotel (30 min. rate applied)											
		Per Diem 2 qtrs. @ $34 (rate increased from CONUS rate)							68 00			68 00	10 00
	7:55A	Lv. N.Y.C. via TWA #768, airporter - hotel / hotel to airport											10 00
8	9:15P	Arr. Brussels, Belgium - Taxi to hotel 500 francs							68 00			68 00	
		per diem - 2 qtrs. @ $34							2 00			3 00	
		2 qtrs en route ($6)											
9		Temp. duty in Brussels							135 00			135 00	
10		Temp. duty in Brussels							135 00			135 00	
11		Temp. duty in Brussels							135 00			135 00	
12		Temp. duty in Brussels							135 00			135 00	
13		Temp. duty in Brussels							135 00			135 00	
		Taxi to airport, 500 francs											10 00
14		Airport departure tax - 150 francs											3 00
	9:45A	Lv. Brussels via TWA #761											
	2:40P	Arr. N.Y.C.											
									SUBTOTALS ▶		4 05	814 00	1,086 25
									TOTALS ▶				

If additional space is required, continue on another SF 1012-A BACK leaving the front blank

Enter grand total of columns (l), (m) and (n), below and in item 13 on the front of this form.

TOTAL AMOUNT CLAIMED ▶

In compliance with the Privacy Act of 1974, the following information is provided: Solicitation of the information on this form is authorized by 5 U.S.C. Chap. 57 as implemented by the Federal Travel Regulations (FPMR 101-7), E.O. 11609 of July 22, 1971, E.O. 11012 of March 27, 1962, E.O. 9397 of November 22, 1943, and 26 U.S.C. 6011(b) and 6109. The primary purpose of the requested information is to determine payment or reimbursement to eligible individuals for allowable travel and/or relocation expenses incurred under appropriate administrative authorization and to record and maintain costs of such reimbursements to the Government. The information will be used by officers and employees who have a need for the information in the performance of their official duties. The information may be disclosed to appropriate Federal, State, local, or foreign agencies, when relevant to civil, criminal, or regulatory investigations or prosecutions, or when pursuant to a requirement by this agency in connection with the hiring or firing of an employee, the issuance of a security clearance, or investigations of the performance of official duty while in Government service. Your Social Security Account Number (SSN) is solicited under the authority of the Internal Revenue Code (26 U.S.C. 6011(b) and 6109) and E.O. 9397, November 22, 1943, for use as a tax payer and/or employee identification number disclosure is MANDATORY on vouchers claiming travel and/or relocation allowance or expense reimbursement which is, or may be, taxable income. Disclosure of your SSN and other requested information is voluntary in all other instances; however, failure to provide the information (other than SSN) requested to support the claim may result in delay or loss of reimbursement.

STANDARD FORM 1012 BACK (10-77)

☆U.S.GPO: 1982-0-361-686/7501

Example 4

SCHEDULE OF EXPENSES AND AMOUNTS CLAIMED

INSTRUCTIONS TO TRAVELER *(Unlisted items are self explanatory)*

Col (c) If the voucher includes per diem allowances for members of employee's immediate family, show members' names, ages, and relationship to employee and marital status of children (unless information is shown on the travel authorization.)

Complete only for actual expense travel

Col (d) thru (g) Show amount incurred for each meal, including tax and tips, and daily total meal cost

(h) Show expenses, such as laundry, cleaning and pressing of clothes, tips to hellboys, porters, etc (other than for meals)

(i) Complete for per diem and actual expense travel

(j) Show total subsistence expense incurred for actual expense travel

(m) Show per diem amount, limited to maximum rate, or if travel on actual expense, show the lesser of the amount from col. (j) or maximum rate

(n) Show expenses, such as taxi/limousine fares, air fare (if purchased with cash), local or long distance telephone calls for Government business, car rental, relocation other than subsistence, etc

Complete this information if this is a continuation sheet — PAGE 2 OF 2 PAGES

TRAVEL AUTHORIZATION NO.

TRAVELER'S LAST NAME

DATE 19 89 (a)	TIME (Hour and am/pm) (b)	DESCRIPTION (Departure/arrival city, per diem computation, or other explanations of expense) (c)	ITEMIZED SUBSISTENCE EXPENSES — MEALS: BREAKFAST (d)	LUNCH (e)	DINNER (f)	TOTAL (g)	MISCELLANEOUS SUBSISTENCE (h)	LODGING (i)	TOTAL SUBSISTENCE EXPENSE (j)	MILEAGE RATE 22.5¢ NO. OF MILES (k)	AMOUNT CLAIMED — MILEAGE (l)	SUBSISTENCE (m)	OTHER (n)
JAN 14	6:00P	Lv. N.Y.C. via Un. 704#											
	10:19P	Arr. Kansas City											
	11:15P	Arr. res. via POV (does not exceed one-way taxi cost)								18	4.05		
		Per Diem - 2 qtrs @ 50% Breakfast, rate (50% 13.50)						67.50	33.75			33.75	
		1 qtr en route rate ($6)							1.50			1.50	
		1 qtr stateside charges rate ($26)							6.50			6.50	
										SUBTOTALS ▶	4.05	41.75	
										TOTALS ▶	8.10	85.75	6.06.75

If additional space is required, continue on another SF 1012-A BACK, leaving the front blank

Enter grand total of columns (l), (m) and (n), below and in item 13 on the front of this form.

TOTAL AMOUNT CLAIMED ▶ 1,950.60

In compliance with the Privacy Act of 1974, the following information is provided: Solicitation of the information on this form is authorized by 5 U.S.C. Chap. 57 as implemented by the Federal Travel Regulations (FPMR 101-7), E.O. 11609 of July 22, 1971, E.O. 11012 of March 27, 1962, E.O. 9397 of November 22, 1943, and 26 U.S.C. 6011(b) and 6109. The primary purpose of the requested information is to determine payment or reimbursement to eligible individuals for allowable travel and/or relocation expenses incurred under appropriate administrative authorization and to record and maintain costs of such reimbursements to the Government. The information will be used by officers and employees who have a need for the information in the performance of their official duties. The information may be disclosed to appropriate Federal, State, local, or foreign agencies, when relevant to civil, criminal, or regulatory investigations or prosecutions, or when pursuant to a requirement by this agency in connection with the hiring or firing of an employee, the issuance of a security clearance, or investigations of the performance of official duty while on Government service. Your Social Security Account Number (SSN) is solicited under the authority of the Internal Revenue Code (26 U.S.C. 6011(b) and 6109) and E.O. 9397, November 22, 1943, for use as a tax payer and/or employer identification number. Disclosure is MANDATORY on vouchers claiming travel and/or relocation allowance expense reimbursement which is, or may be, taxable income. Disclosure of your SSN and other requested information is voluntary in all other instances; however, failure to provide the information (other than SSN) required to support the claim may result in delay or loss of reimbursement.

★U.S.GPO:1982-0-361-888/7001

STANDARD FORM 1012 BACK (10-77)

Example 4 (Continued)

ACTUAL SUBSISTENCE EXPENSES

Entitlement

Actual subsistence expenses are reimbursable when the employee is entitled to per diem, but per diem has been determined to be insufficient, and actual subsistence expense reimbursement has been authorized. Itemization of all expenses claimed is required for reimbursement by the actual subsistence method, and receipts are required for some expenses.

Receipts

Receipts are required for all lodging, laundry and dry cleaning, and any expense over $25.00. Such items as laundry and dry cleaning may be averaged over the number of days that actual subsistence is authorized or approved. (Laundry and dry cleaning are not allowable except on trips of over five days duration.)

Mixed Travel

Only one method of reimbursement, either per diem or actual subsistence, may be applied for each calendar day of travel.

Interrupted Travel

The rules governing interrupted travel under per diem apply to actual subsistence travel as well.

Authorization

Actual subsistence may be authorized when special or unusual circumstances such as the following render per diem insufficient:

1. A meeting, conference or training session requires that lodging or meals be taken at a specific place;

2. Special events have caused an escalation of costs, such as sports events, fairs, conventions, natural disasters, *etc.*;

3. The duties of the employee require necessarily higher cost accommodations; or

4. An employee must accompany another employee for which #3 applies.

Travel on actual subsistence should be authorized in advance of travel; however, post-authorization is acceptable.

Maximum Rates

For travel within CONUS, the maximum rate that may be authorized is 150% of the applicable per diem for the locality, rounded to the next higher dollar. When expenses are less than 150% of the per diem, reimbursement is limited to the actual amount. Meals and incidental expenses are limited to 150% of the M&IE; however, if the actual amount spent for meals and incidental expenses is less than 150% of the M&IE, more than 150% of the applicable lodging amount may be paid, as long as the total claimed for any one day does not exceed 150% of the total per diem for that location.

The M&IE allowance may be limited to 100% of the applicable M&IE, and no itemization or receipts are then required.

For travel outside CONUS, the maximum allowable is either 150% of the per diem established by the Defense Department for overseas nonforeign areas or the State Department for foreign areas (rounded to the next higher dollar), or the per diem plus $50.00, whichever is greater. When actual expenses are less than 150% of per diem or per diem plus $50.00, the actual amount shall be paid. Meals and incidental expenses may not exceed 50% of the maximum amount authorized.

Example 5: Mixed Travel

A flood occurred in Harper's Ferry, West Virginia. An employee was instructed to travel to Harper's Ferry to establish a Federal disaster assistance center. He will then travel to Washington, D.C. to give agency officials a status report on the disaster. While making the lodging reservations, the Travel Management Center informed him that only two hotels were available and the daily rate at each was $75. The per diem rate for Harper's Ferry is $48 (lodging) + $26 (M&IE) = $74. The authorizing official approved an actual expense rate where the daily total could not exceed 150% of the locality maximum per diem rate and approved the M&IE to 125% of the locality M&IE rate.

Given the following information, calculate the travel and per diem entitlements and complete SF-1012, Travel Voucher.

January 3, 1989:

5:00 am Departed residence in Pittsburgh, Pennsylvania via Government vehicle.

8:50 am Arrived at temporary duty site in Harper's Ferry, West Virginia. Lodging cost was $75 per night. Lunch was $5.25, dinner was $20.25, and a $1.00 tip was given to a bellhop.

January 4, 1989:

Temporary duty in Harper's Ferry. Meals: breakfast: $4.99; lunch: $6.75; dinner: $19.80. Lodging cost was $75.

January 5, 1989:

7:30 am Departed from Harper's Ferry via Government vehicle.

10:30 am Arrived at agency headquarters in Washington, D.C. Lodging cost was $79.80.

January 6, 1989:

1:00 pm Departed Washington, D.C. by Government vehicle. $8 for hotel parking.

4:55 pm Arrived at residence in Pittsburgh.

Per Diem rates:

Harper's Ferry	= $48 (lodging)	+ $26 (M&IE)	= $ 74
Pittsburgh	= $60 (lodging)	+ $26 (M&IE)	= $ 86
Washington, D.C.	= $87 (lodging)	+ $34 (M&IE)	= $121

Reimbursement:

Parking:			= $ 8.00
Actual subsistence:	1/3:	$75 lodging + $26.50 M&IE	= $101.50
	1/4:	$75 lodging + $31.54 M&IE	= $106.54
Per diem:	1/5:	$79.80 lodging + $34 M&IE	= $113.80
	1/6:	$25.50 (3/4 M&IE)	= $ 25.50
Total			= $355.34

The completed travel voucher (reverse of SF-1012 only) is shown on the next page.

SCHEDULE OF EXPENSES AND AMOUNTS CLAIMED

INSTRUCTIONS TO TRAVELER *(Unlisted items are self-explanatory)*

Col. (c) If the voucher includes per diem allowances for members of employee's immediate family, show members' names, ages, and relationship to employee and marital status of children (unless information is shown on the travel authorization.)

Complete only for actual expense travel

Col. (d) thru (g) Show amount incurred for each meal, including tax and tips, and daily total meal cost

(h) Show expenses, such as laundry, cleaning and pressing of clothes, tips to bellboys, porters, etc. (other than for meals)

(i) Complete for per diem and actual expense travel

(j) Show total subsistence expense incurred for actual expense travel

(m) Show per diem amount, limited to maximum rate, or if travel on actual expense, show the lesser of the amount from col. (j) or maximum rate

(n) Show expenses, such as taxi/limousine fares, air fare (if purchased with cash), local or long distance telephone calls for Government business, car rental, relocation other than subsistence, etc

Complete this information if this is a continuation sheet. PAGE ____ OF ____ PAGES

TRAVEL AUTHORIZATION NO.

TRAVELER'S LAST NAME

DATE 19 89 (a)	TIME (Hour and am/pm) (b)	DESCRIPTION (Departure/arrival city, per diem computation, or other explanations of expense) (c)	ITEMIZED SUBSISTENCE EXPENSES — MEALS: BREAKFAST (d)	LUNCH (e)	DINNER (f)	TOTAL (g)	MISCELLANEOUS SUBSISTENCE (h)	LODGING (i)	TOTAL SUBSISTENCE EXPENSE (j)	MILEAGE RATE ¢ / NO. OF MILES (k)	AMOUNT CLAIMED: MILEAGE (l)	SUBSISTENCE (m)	OTHER (n)
JAN 3	5:00A	Lv. res. via GOV											
	8:50A	Arr. Harper's Ferry, W.Va.		5 25	20 25	25 50	TR 1 00	75 00	101 50			101 50	
4		Temp. duty - Harper's F.	4 99	6 75	19 80	31 54		75 00	106 54			106 54	
5	7:30A	Lv. Harper's Ferry via GOV											
	10:30A	Arr. Agency HQ, Wash. D.C.											
		Per Diem (Full M&IE)				24 00		79 80	112 80			112 80	
6	1:00P	Lv. Agency HQ. - Auto/parking											8 00
	4:50P	Arr. residence											
		Per Diem (3/4 M&IE)				25 50						25 50	
		SUBTOTALS ▶											
		TOTALS ▶										347 34	8 00

If additional space is required, continue on another SF 1012-A BACK, leaving the front blank.

Enter grand total of columns (l), (m) and (n), below and in item 13 on the front of this form.

TOTAL AMOUNT CLAIMED ▶ $355.34

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★U.S. GPO: 1982-0-361-626/7601

STANDARD FORM 1012 BACK (10-77)

Example 5

EMERGENCY TRAVEL DUE TO ILLNESS, INJURY, OR PERSONAL EMERGENCY

Transportation and subsistence may be paid when an employee suffers an incapacitating illness or injury or a personal emergency, and travels to seek medical treatment, or home, or to an alternate location and back to the temporary duty site. Only the excess cost above travel from home to the alternate location is allowed, and subsistence at that location is not allowed, as leave must be taken for the time spent at that alternate location.

The type of leave taken and its duration must be stated on the travel voucher, but no additional evidence of the illness or injury is required.

THREATENED LAW ENFORCEMENT/INVESTIGATIVE EMPLOYEES

Eligible Individuals

Employees who serve in a law enforcement, investigative, or similar capacity, and their families, are eligible for temporary living accommodations at or away from the official station, at Government expense, when the Department determines that their lives are in jeopardy as a result of their official duties. (Normally the temporary accommodations will be for not more than 60 days, and subject to re-evaluation at 30 day intervals.)

Allowable Expenses

Lodging expenses are allowed. Costs of food, laundry, and dry cleaning are not normally allowable. However, if no cooking facilities are available in the temporary accommodations, food costs may be allowed to the extent they are considered reasonable.

Transportation of the employee and his family to and from temporary living accommodations is allowed, up to the amounts allowed for temporary duty travel.

For the employee, or unaccompanied spouse, the maximum allowable is the per diem allowed for temporary duty travel to the location of the temporary accommodations. For the spouse accompanied by the employee, and for all children 12 years or older, the maximum allowable for each is three-fourths of the amount allowed the employee. For each child under 12, the maximum allowable is one-half of the amount allowed the employee. If children must be housed separately from the employee or spouse, they may be allowed expenses up to the amount allowed the employee.

Advances are allowed, up to the anticipated costs for a 30 day period.

Itemization and Receipts

Itemization is required to show amounts spent daily for lodging, meals, and any other allowable items. Receipts are required for lodging claims, and any other items requested by the approving authority.

CLAIMS FOR REIMBURSEMENT

Claims must be submitted on SF-1012, Travel Voucher, and must be accompanied by a properly signed travel authorization, Form DOJ-501. Receipts must be attached for all expenses separately itemized which are for $25.00 or more, and for the following regardless of amount:

--Baggage, transfer, and checking charges

--Cash payments for transportation

--Clerical assistance

--Copies of records furnished by State officials

--Excess baggage

--Fees relating to travel outside the United States

--Hire of special conveyance

--Lodgings

--Long distance telephone messages

--Miscellaneous expenses allowed

--Personal services, such as guides, interpreters, packers, and drivers

--POV when actual expense method allowed

--Rental of rooms for business

--Shipments

--Steamer chairs, cushions, and rugs

--Stenographic and typing services

--Storage of baggage or property

--Telegrams, cablegrams, and radiograms

--Typewriter rental

Itemized expenses should be listed in chronological order on the voucher. Dates and times affecting per diem must be shown. Transportation ticket information must be entered in the spaces provided for that information. Erasures and alterations must be initialed. Receipts must be attached in chronological order, and taped to plain sheets of 8 1/2 by 11 inch paper.

Vouchers must be administratively approved before submission. They should be prepared for approval within five days after the completion of travel, and every 30 days when the employee is on continuous travel. Vouchers should be approved and presented for payment within 10 workdays after the completion of travel. Claims must be submitted within six years to be honored by the Government.

Reclaims of amounts previously suspended must be claimed on separate vouchers, which are marked as supplemental or reclaim vouchers.

A claim is forfeited if the claimant attempts to defraud the Government. Any fraudulent item taints the entire claim.

TABLE 1. PER DIEM WITHIN CONUS

The rates contained in this table are effective as of October 9, 1988.

Per Diem Locality				
Key City	Counties Included	Lodging	M&IE	Total Per Diem
CONUS	All areas not listed below	40	26	66
Alabama				
Anniston	Calhoun	41	26	67
Birmingham	Jefferson	50	26	76
Gulf Shores	Baldwin	42	26	68
Huntsville	Madison	48	26	74
Montgomery	Montgomery	43	26	69
Sheffield	Colbert	63	26	89
Arizona				
Chinle	Apache	44	26	70
Kayenta	Navajo	56	26	82
Page/Flagstaff	Coconino	47	26	73
Phoenix/Scottsdale	Maricopa	52	26	78
Prescott	Yavapai	48	26	74
Sierra Vista	Cochise	43	26	69
Tucson	Pima; Davis-Monthan AFB	48	26	74
Yuma	Yuma	43	26	69
Arkansas				
Fort Smith	Sebastian	44	26	70
Helena	Phillips	47	26	73
Hot Springs	Garland	45	26	71
Little Rock	Pulaski	48	26	74

TABLE 1. PER DIEM WITHIN CONUS *(CONTINUED)*

Per Diem Locality				
Key City	Counties Included	Lodging	M&IE	Total Per Diem
California				
Chico	Butte	46	26	72
Death Valley	Inyo	88	34	122
El Centro	Imperial	46	26	72
Fresno	Fresno	50	26	76
Los Angeles	Los Angeles, Kern, Orange, & Ventura; Edwards AFB; Naval Weapons Center & Ordnance Test Station, China Lake	80	34	114
Modesto	Stanislaus	50	26	86
Monterey	Monterey	66	26	92
Oakland	Alameda, Contra Costa & Marin	64	34	98
Palm Springs	Riverside	72	34	106
Redding	Shasta	51	26	77
Sacramento	Sacramento	54	34	88
San Diego	San Diego	67	34	101
San Francisco	San Francisco	78	34	112
San Jose	Santa Clara	57	34	91
San Luis Obispo	San Luis Obispo	53	34	87
San Mateo	San Mateo	66	34	100
Santa Barbara	Santa Barbara	74	34	108
Santa Cruz	Santa Cruz	66	34	100
South Lake Tahoe	Dorado	52	34	86
Stockton	San Joaquin	45	26	71
Tahoe City	Placer	46	34	80
Vallejo	Solano	47	26	73
Victorville/Barstow	San Bernardino	49	26	75
Visalia	Tulare	60	26	86
West Sacramento	Yolo	49	26	75
Yosemite Nat'l Park	Mariposa	68	34	102
Colorado				
Aspen	Pitkin	75	34	109

TABLE 1. PER DIEM WITHIN CONUS *(CONTINUED)*

Per Diem Locality				
Key City	Counties Included	Lodging	M&IE	Total Per Diem
Colorado *(Continued)*				
Boulder	Boulder	60	34	94
Colorado Springs	El Paso	49	26	75
Denver	Denver, Adams, Arapahoe & Jefferson	65	34	99
Durango	La Plata	48	26	74
Glenwood Springs	Garfield	45	26	71
Gunnison	Gunnison	43	26	69
Keystone/Silverthorne	Summit	52	34	86
Pagosa Springs	Archuleta	45	26	71
Steamboat Springs	Routt	48	26	74
Vail	Eagle	80	34	134
Connecticut				
Bridgeport/Danbury	Fairfield	71	26	97
Hartford	Hartford & Middlesex	52	34	86
New Haven	New Haven	67	26	93
New London/Groton	New London	50	26	76
Putnam/Danielson	Windham	58	26	84
Salisbury	Litchfield	49	34	83
Delaware				
Dover	Kent	44	26	70
Lewes	Sussex	46	26	72
Wilmington	New Castle	63	26	89

TABLE 1. PER DIEM WITHIN CONUS *(CONTINUED)*

Per Diem Locality				
Key City	Counties Included	Lodging	M&IE	Total Per Diem
District of Columbia				
Washington	Alexandria, Falls Church, & Fairfax Cities and Arlington, Fairfax, and Loudoun Counties in Virginia; Montgomery & Prince Georges Counties in Maryland	87	34	121
Florida				
Altamonte Springs	Seminole	62	26	88
Bradenton	Manatee	60	26	86
Cocoa Beach	Brevard	50	26	76
Daytona Beach/Ormond Beach/New Smyrna	Volusia	41	26	67
Fort Lauderdale	Broward	57	26	83
Fort Myers	Lee	58	26	84
Fort Pierce	Saint Lucie	47	26	73
Fort Walton Beach	Okaloosa	50	26	76
Gainesville	Alachua	48	26	74
Jacksonville	Duval; Naval Station Mayport	46	26	72
Kissimmee	Osceola	46	26	72
Lakeland	Polk	41	26	67
Miami	Dade & Monroe	55	34	89
Naples	Collier	62	26	88
Orlando	Orange	54	26	80
Panama City	Bay	50	26	76
Pensacola	Escambia	44	26	70
Punta Gorda	Charlotte	57	26	83
Saint Augustine	Saint Johns	49	26	75
Sarasota	Sarasota	54	26	80
Stuart	Martin	62	26	88
Tallahassee	Leon	45	26	71

TABLE 1. PER DIEM WITHIN CONUS *(CONTINUED)*

Per Diem Locality				
Key City	Counties Included	Lodging	M&IE	Total Per Diem
Florida *(Continued)*				
Tampa/St. Petersburg	Hillsborough & Pinellas	52	26	78
West Palm Beach	Palm Beach	62	34	96
Georgia				
Albany	Dougherty	48	26	74
Athens	Clarke	41	26	67
Atlanta	Claytohn, De Kalb, Fulton & Cobb	72	34	106
Augusta	Richmond	44	26	70
Brunswick	Glynn	43	26	69
Columbus	Muscogee	42	26	68
Lawrenceville	Gwinnett	46	26	72
Savannah	Chatham	42	26	68
St Marys	Camden; Naval Submarine Base, Kings Bay	46	26	72
Waycross	Ware	43	26	69
Idaho				
Boise	Ada	46	26	72
Coeur D'Alene	Kootenai	43	26	69
Ketchum/Sun Valley	Blaine	51	26	77
Pocatello	Bannock	45	26	71
Illinois				
Alton	Madison	48	26	74
Champaign/Urbana	Champaign	43	26	69
Chicago	Du Page, Cook & Lake	83	34	134

TABLE 1. PER DIEM WITHIN CONUS *(CONTINUED)*

Per Diem Locality				
Key City	Counties Included	Lodging	M&IE	Total Per Diem
Illinois *(Continued)*				
Danville	Vermilion	43	26	69
Dixon	Lee	43	26	69
Macomb	McDonough	41	26	67
Mattoon	Coles	46	26	72
Peoria	Peoria	55	26	81
Rockford	Winnebago	48	26	74
Rock Island/Moline	Rock Island	50	26	76
Springfield	Sangamon	48	26	74
Indiana				
Anderson	Madison	48	26	74
Bloomington	Monroe	45	26	71
Charlestown/Jeffersonville	Clark; Indiana Army Ammunition Plant	47	26	73
Columbus	Bartholomew	41	26	67
Elkhart	Elkhart	52	26	78
Evansville	Vanderburgh	43	26	69
Fort Wayne	Allen	54	26	80
Gary	Lake	42	26	68
Indianapolis	Marion; Fort Benjamin Harrison	57	26	83
Jasper	Dubois	41	26	67
Lafayette	Tippecanoe	49	26	75
Muncie	Delaware	50	26	76
Nashville	Brown	52	26	78
Terre Haute	Vigo	44	26	70
South Bend	St. Joseph	50	26	76
Iowa				
Bettendorf/Davenport	Scott	44	26	70

TABLE 1. PER DIEM WITHIN CONUS *(CONTINUED)*

Per Diem Locality				
Key City	Counties Included	Lodging	M&IE	Total Per Diem
Iowa *(Continued)*				
Cedar Rapids	Linn	41	26	67
Des Moines	Polk	50	26	76
Iowa City	Johnson	41	26	67
Sioux City	Woodbury	41	26	67
Kansas				
Kansas City	Johnson & Wyandotte	60	26	86
Manhattan	Riley	44	26	70
Topeka	Shawnee	43	26	69
Wichita	Sedgwick	54	26	80
Kentucky				
Covington	Kenton	46	26	72
Frankfort	Franklin	43	26	69
Hopkinsville	Christian; Fort Campbell	45	26	71
Lexington	Fayette	52	26	78
Louisville	Jefferson	47	26	73
Louisiana				
Alexandria	Rapides Parish	43	26	69
Baton Rouge	East Baton Rouge Parish	50	26	76
Bossier City	Bossier Parish	57	26	83
Gonzales	Ascension Parish	51	26	77
Lafayette	Lafayette Parish	51	26	77
Lake Charles	Calcasieu Parish	42	26	68
Monroe	Ouachita Parish	41	26	67
New Orleans	Jefferson, Orleans, Plaquemines & St. Bernard Parishes	52	34	86

TABLE 1. PER DIEM WITHIN CONUS *(CONTINUED)*

Per Diem Locality				
Key City	Counties Included	Lodging	M&IE	Total Per Diem
Louisiana *(Continued)*				
Shreveport	Caddo Parish	51	26	77
Slidell	St. Tammany Parish	42	26	68
Maine				
Auburn	Androscoggin	56	26	82
Augusta	Kennebec	45	26	71
Bangor	Penobscot	48	26	74
Bar Harbor	Hancock	60	26	86
Bath	Sagadahoc	64	26	90
Kittery	Portsmouth Naval Shipyard	56	26	82
Portland	Cumberland	63	26	89
Rockport	Knox	62	26	88
Wiscasset	Lincoln	42	26	68
Maryland				
For the counties of Montogmery and Prince Georges, see District of Columbia.				
Annapolis	Anne Arundel	70	34	104
Balitmore	Baltimore & Harford	59	34	93
Columbia	Howard	87	34	121
Cunberland	Allegany	45	26	71
Easton	Talbot	48	26	74
Frederick	Frederick	54	26	80
Hagerstown	Washington	48	26	74
Lexington Park/St. Inigoes/Leonard-town	St. Marys	51	26	77
Lusby	Calvert	51	26	77
Ocean City	Worcester	85	34	119
Salisbury	Wicomico	47	26	73

TABLE 1. PER DIEM WITHIN CONUS *(CONTINUED)*

Per Diem Locality				
Key City	Counties Included	Lodging	M&IE	Total Per Diem
Maryland *(Continued)*				
Waldorf	Charles	51	26	77
Massachusetts				
Andover	Essex	81	34	115
Boston	Middlesex, Norfolk & Suffolk	81	34	115
Greenfield	Franklin	51	26	77
Hyannis	Barnstable	56	26	82
Martha's Vineyard/ Nantucket	Dukes & Nantucket	96	34	130
New Bedford	Bristol	46	26	72
Northampton	Hampshire	52	26	78
Pittsfield	Berkshire	48	26	74
Plymouth	Plymouth	86	26	112
Springfield	Hampden	57	26	83
Worcester	Worcester	57	26	83
Michigan				
Ann Arbor	Washtenaw	63	26	89
Battle Creek	Calhoun	42	26	68
Bay City	Bay	42	26	68
Boyne City	Charlevoix	62	26	88
Cadillac	Wexford	48	26	74
Detroit	Wayne	66	34	100
Gaylord	Otsego	53	26	79
Grand Rapids	Kent	48	26	74
Houghton Lake	Roscommon	54	26	80
Jackson	Jackson	49	26	75
Kalamazoo	Kalamazoo	57	26	83
Lansing/East Lansing	Ingham	48	26	74

No pages 55 and 56.

TABLE 1. PER DIEM WITHIN CONUS *(CONTINUED)*

Per Diem Locality				
Key City	Counties Included	Lodging	M&IE	Total Per Diem
New Hampshire *(Continued)*				
Portsmouth/Newington	Rockingham; Pease AFB	56	26	82
New Jersey				
Atlantic City	Atlantic	104	34	138
Belle Mead	Somerset	62	26	88
Camden	Camden	52	25	78
Dover	Morris; Picatinny Arsenal	62	26	88
Eatontown	Monmouth; Fort Monmouth	50	34	84
Edison	Middlesex	50	34	84
Moorestown	Burlington	68	26	94
Newark	Bergen, Essex, Hudson, Passaic & Union	78	34	112
Ocean City/Cape May	Cape May	90	34	124
Princeton/Trenton	Mercer	80	34	114
Salem	Salem	59	26	85
Tom's River	Ocean	77	26	103
New Mexico				
Albuquerque	Bernalillo	59	26	85
Cloudcroft	Otero	64	34	98
Farmington	San Juan	49	26	75
Gallup	McKinley	47	26	73
Grants	Cibola	41	26	67
Las Cruces/White Sands	Dona Ana	43	26	69
Las Vegas	San Miguel	44	26	70
Los Alamos	Los Alamos	46	26	72
Raton	Colfax	52	26	78

TABLE 1. PER DIEM WITHIN CONUS *(CONTINUED)*

Per Diem Locality				
Key City	Counties Included	Lodging	M&IE	Total Per Diem
New Mexico *(Continued)*				
Santa Fe	Santa Fe	64	34	98
Taos	Taos	49	26	75
Tucumcari	Quay	46	26	72
New York				
Albany	Albany	61	26	87
Batavia	Genesee	55	26	81
Binghamton	Broom	55	26	81
Buffalo	Erie	50	26	76
Canton	St. Lawrence	48	26	74
Corning	Steuben	58	26	84
Elmire	Chemung	49	26	75
Glens Falls	Warren	45	26	71
Ithaca	Tompkins	59	26	85
Jamestown	Chautauqua	41	26	67
Kingston	Ulster	56	26	82
Lake Placid	Essex	72	26	98
Monticello	Sullivan	54	34	88
New York City	Boroughs of Bronx, Brooklyn, Manhattan, Queens & Staten Island; Nassau & Suffolk Counties	107	34	141
Niagara Falls	Niagara	57	26	83
Poughkeepsie	Dutchess	68	26	94
Rochester	Monroe	63	26	89
Saratoga Springs	Saratoga	45	34	79
Schenectady	Schenectady	55	26	81
Syracuse	Onondaga	57	26	83
Troy	Rensselaer	57	26	83
Utica	Oneida	56	26	82
Watertown	Jefferson	49	26	75
Watkins Glen	Schuyler	72	26	98
White Plains	Westchester	87	34	121

TABLE 1. PER DIEM WITHIN CONUS *(CONTINUED)*

Per Diem Locality				
Key City	Counties Included	Lodging	M&IE	Total Per Diem
North Carolina				
Asheville	Buncombe	45	26	71
Charlotte	Mecklenburg	58	26	84
Duck	Dare	57	26	83
Elizabeth City	Pasquotank	53	26	79
Greenville	Pitt	59	26	85
Havelock	Craven	43	26	69
High Point/Greensboro	Guilford	54	26	80
Jacksonville	Onslow	42	26	68
Kinston	Lenoir	46	26	72
Morehead City	Carteret	53	26	79
Raleigh/Durham/ Chapel Hill	Wake, Durham & Orange	56	26	82
Wilmington	New Hanover	45	26	71
Winston-Salem	Forsyth	49	26	75
North Dakota				
Bismarck	Burleigh	44	26	70
Fargo	Cass	52	26	78
Grand Forks	Grand Forks	46	26	72
Minot	Ward	48	26	74
Ohio				
Akron	Summit	54	26	80
Bellevue/Norwalk	Huron	55	26	81
Chillicothe	Ross	44	26	70
Cincinnati/Evendale	Hamilton & Warren	50	26	76
Cleveland	Cuyahoga	59	34	93
Columbus	Franklin	56	26	82

TABLE 1. PER DIEM WITHIN CONUS *(CONTINUED)*

Per Diem Locality				
Key City	Counties Included	Lodging	M&IE	Total Per Diem
Ohio *(Continued)*				
Dayton	Montgomery; Wright-Patterson AFB	61	26	87
Defiance	Defiance	42	26	68
East Liverpool	Columbiana	47	26	73
Elyria	Lorain	51	26	77
Findlay	Hancock	43	26	69
Geneva	Ashtabula	52	26	78
Hamilton/Fairfield	Butler	47	26	73
Lancaster	Fairfield	41	26	67
Lima	Allen	43	26	69
Port Clinton	Ottawa	54	26	80
Portsmouth	Scioto	44	26	70
Sandusky	Erie	57	26	83
Springfield	Clark	43	26	69
Tinney/Fremont	Sandusky	44	26	70
Toledo	Lucas	50	26	76
Wapakoneta	Auglaize	45	26	71
Oklahoma				
Norman	Cleveland	44	26	70
Oklahoma City	Oklahoma	47	26	73
Stillwater	Payne	44	26	70
Tulsa/Bartlesville	Osage, Tulsa & Washington	45	26	71
Oregon				
Beaverton	Washington	46	26	72
Clackamas	Clackamas	48	26	74
Coos Bay	Coos	45	26	71
Lincoln City	Lincoln	45	26	71
Portland	Multnomah	50	26	76

TABLE 1. PER DIEM WITHIN CONUS *(CONTINUED)*

Per Diem Locality				
Key City	Counties Included	Lodging	M&IE	Total Per Diem
Oregon *(Continued)*				
Seaside	Clatsop	66	26	92
Pennsylvania				
Allentown	Lehigh	50	26	76
Altoona	Blaire	44	26	70
Chester	Delaware	46	34	80
Du Bois	Clearfield	51	26	77
Easton	Northhampton	64	26	90
Erie	Erie	41	26	67
Gettysburg	Adams	49	26	75
Harrisburg	Dauphin	62	26	88
Johnstown	Cambria	55	26	81
King of Prussia/Ft. Washington	Montgomery County, except Bala Cynwyd (See Philadelphia)	68	34	102
Lancaster	Lancaster	63	26	89
Lebanon	Lebanon; Indian Town Gap Military Reservation			
Mansfield	Tioga	49	26	75
Mercer	Mercer	54	26	80
Philadelphia	Philadelphia; City of Bala Cynwyd	77	34	111
Pittsburgh/Monroeville	Allegheny	60	26	86
Reading	Berks	49	26	75
Scranton	Lackawanna	52	26	78
Shippingport	Beaver	44	26	70
Somerset	Somerset	58	26	84
State College	Centre	46	26	72
Uniontown	Fayette	73	26	99
Valley Forge	Chester	68	34	102
Warminster	Bucks; Naval Air Development Center	53	26	79

TABLE 1. PER DIEM WITHIN CONUS *(CONTINUED)*

Per Diem Locality				
Key City	Counties Included	Lodging	M&IE	Total Per Diem
Pennsylvania *(Continued)*				
Wilkes/Barre	Luzerne	54	26	80
York	York	52	26	78
Rhode Island				
East Greenwich	Kent; Naval Construction Battalion Center, Davisville	56	26	82
Newport	Newport	83	34	117
Providence	Providence	74	26	100
Quonset Point	Washington	44	26	70
South Carolina				
Charleston	Charleston & Berkeley	51	26	77
Columbia	Richland	48	26	74
Greenville	Greenville	42	26	68
Hilton Head	Beaufort	86	34	120
Myrtle Beach	Horry; Myrtle Beach AFB	73	26	99
Rock Hill	York	45	26	71
Spartanburg	Spartanburg	44	26	70
South Dakota				
Rapid City	Pennington	51	26	77
Sioux Falls	Minnehaha	45	26	71
Tennessee				
Chattanooga	Hamilton	41	26	67
Columbia	Maury	49	26	75

TABLE 1. PER DIEM WITHIN CONUS *(CONTINUED)*

Per Diem Locality				
Key City	Counties Included	Lodging	M&IE	Total Per Diem
Tennessee *(Continued)*				
Gatlinburg	Sevier	61	26	87
Johnson City	Washington	54	26	80
Kingsport/Bristol	Sullivan	44	26	70
Knoxville	Knox; City of Oak Ridge	49	26	75
Memphis	Shelby	50	26	76
Nashville	Davidson	52	26	78
Shelbyville	Bedford	52	26	78
Texas				
Abilene	Taylor	41	26	67
Amarillo	Potter	46	26	72
Austin	Travis	55	26	81
Bay City	Matagorda	41	26	67
Brownsville	Cameron	41	26	67
Brownwood	Brown	42	26	68
College Station/ Bryan	Brazos	43	26	69
Corpus Christi	Nueces	54	26	80
Dallas/Fort Worth	Dallas & Tarrant	74	34	108
Denton	Denton	47	26	73
El Paso	El Paso	49	26	75
Galveston	Galveston	53	26	79
Granbury	Hood	57	26	83
Houston	Harris; LBJ Space Center & Ellington AFB	62	34	96
Lajitas	Brewster	56	26	82
Laredo	Webb	48	26	74
Longview	Gregg	42	26	68
Lubbock	Lubbock	48	26	74
McAllen	Hidalgo	49	26	75
Midland/Odessa	Ector & Midland	48	26	74
Nacogdoches	Nacogdoches	43	26	69

TABLE 1. PER DIEM WITHIN CONUS *(CONTINUED)*

Per Diem Locality				
Key City	Counties Included	Lodging	M&IE	Total Per Diem
Texas *(Continued)*				
Plainview	Hale	45	26	71
Plano	Collin	74	26	100
San Antonio	Bexar	50	26	76
Temple	Bell	42	26	68
Waco	McLennen	45	26	71
Wichita Falls	Wichita	41	26	67
Utah				
Bullfron	Garfield	69	26	95
Salt Lake City/Ogden	Salt Lake, Weber, & Davis; Dugway Proving Ground & Tooele Army Depot	60	26	86
Vermont				
Burlington	Chittenden	43	26	69
Rutland	Rutland	50	26	76
White River Junction	Windsor	56	26	82
Virginia				
For the cities of Alexandria, Fairfax, and Falls Church, and the counties of Arlington, Fairfax, and Loudoun, see District of Columbia.				
Blacksburg	Montgomery	57	26	83
Bristol		45	26	71
Charlottesville		52	26	78
Manassas/Manassas Park	Prince William	52	26	78

TABLE 1. PER DIEM WITHIN CONUS *(CONTINUED)*

Per Diem Locality				
Key City	Counties Included	Lodging	M&IE	Total Per Diem
Virginia *(Continued)*				
Norfolk, including Virginia Beach, Portsmouth, Hampton, Newport News & Chesapeake	York; Naval Weapons Station, Yorktown	55	26	81
Petersburg	Fort Lee	44	26	70
Richmond	Chesterfield & Henrico; Defense Supply Center	56	26	82
Roanoke	Roanoke	49	26	75
Wallops Island	Accomack	51	26	77
Williamsburg		62	34	96
Washington				
Everett	Snohomish	55	26	81
Seattle	King	60	34	94
Spokane	Spokane	47	26	73
Tacoma	Pierce	41	26	67
Tumwater/Olympia	Thurston	48	26	74
Vancouver	Clark	49	26	75
West Virginia				
Beckley	Raleigh	43	26	69
Charleston	Kanawha	49	26	75
Harpers Ferry	Jefferson	48	26	74
Huntington	Cabell	43	26	69
Morgantown	Monongalia	46	26	72
Wheeling	Ohio	41	26	67

TABLE 1. PER DIEM WITHIN CONUS *(CONTINUED)*

Per Diem Locality				
Key City	Counties Included	Lodging	M&IE	Total Per Diem
Wisconsin				
Brookfield	Waukesha	50	26	76
Eau Claire	Eau Claire	48	26	74
Green Bay	Brown	45	26	71
Kewaunee	Kewaunee	58	26	84
La Crosse	La Crosse	48	26	74
Lake Geneva	Walworth	75	26	101
Madison	Dane	56	26	82
Milwaukee	Milwaukee	55	26	81
Minocqua/Rhinelander	Oneida	45	26	71
Mishicot	Manitowoc	55	26	81
Oshkosh	Winnebago	53	26	79
Sturgeon Bay	Door	46	26	72
Wausau	Marathon	48	26	74
Wautoma	Waushara	46	26	72
Wisconsin Dells	Columbia	45	26	71
Wyoming				
Cheyenne	Laramie	43	26	69
Cody	Park	42	26	68
Gillette	Campbell	42	26	68
Jackson	Teton	57	26	83
Thermopolis	Hot Springs	41	26	67

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Countries

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Lebanon
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Pakistan
Syria

Post	Country
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Bonn (Embassy)	Germany
Brasilia (Embassy)	Brazil
Brussels (Embassy)	Belgium
Cairo (Embassy)	Egypt
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Madrid (Embassy)	Spain
Mexico City (Embassy)	Mexico
Moscow (Embassy)	USSR
Muscat (Embassy)	Oman
Nairobi (Embassy)	Kenya
Ottawa (Embassy)	Canada
Panama (Embassy)	Panama
Paris (Embassy)	France
Pretoria (Embassy)	South Africa
Rio de Janeiro (Consulate General)	Brazil

APPENDIX 2. FOREIGN POSTS AND COUNTRIES WHICH REQUIRE STATE DEPARTMENT CLEARANCE *(CONTINUED)*

Post	Country
Rome (Embassy)	Italy
Sao Paulo (Consulate General)	Brazil
Tel Aviv (Embassy)	Israel
Tokyo (Embassy)	Japan
Warsaw (Embassy)	Poland

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